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MINUTES

MEDICAL STAFF CAREER SERVICE BOARD MEETING
Wednesday, 13 August 1958

Present: C/MS - Chairman Dr. Tietjen
DC/MS - Voting Member
C/OD - Voting Member
C/TSD - Voting Member
AC/PD - Voting Member
Personnel Placement Officer
C/SD - Executive Secretary
Secretary to C/MS - Recording Secretary

25X1A9a

1. Minutes of Previous Meeting

On request of C/OD, Paragraph 8 of the Minutes of the Medical Staff Career Service Board Meeting of 31 July 1958 were amended to reflect [REDACTED] preference for future assignment to [REDACTED] rather than to [REDACTED] as recorded. With this correction, the Minutes were approved.

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2. Report of Competitive Evaluation Panel

The Executive Secretary presented the attached reports from the Competitive Evaluation Panel of its rating of SD:SM medical technician personnel in grades GS-10 and GS-11. The evaluation of GS-10 personnel was accepted by the Board as presented. The evaluation of GS-11 personnel was also accepted; however, C/OD asked that the Minutes reflect his opinion that [REDACTED] should be included in Group B of this report.

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3. Promotions

a. [REDACTED] GS-10, Medical Service Officer. The Executive Secretary presented a request from C/OD for the promotion of [REDACTED] to GS-12 and recommended the Board approve promotion to GS-11. C/OD read a list of the outstanding accomplishments of [REDACTED] while assigned to the Operations Division in support of his request for promotion to GS-12; however, the Members voted to support the recommendation of the Executive Secretary that [REDACTED] be promoted to GS-11. The Board also discussed the desirability of forwarding a letter of appreciation to [REDACTED] for his outstanding performance but felt the promotion would be recognition enough.

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b. [REDACTED] GS-10, Medical Service Officer. Consideration of promotion of [REDACTED] to GS-11, as recommended by [REDACTED] was deferred at the last Meeting pending receipt of a competitive evaluation

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25X1A9a of GS-10 medical technician personnel. This rating has indicated Mr. [REDACTED] should be considered for promotion but is out-ranked by Donald [REDACTED], who has recently been assigned to the [REDACTED]. The Members were in agreement that [REDACTED] merited promotion to GS-11. The Executive Secretary, therefore, recommended the [REDACTED] be informed of the Medical Staff's intent to promote [REDACTED] and request its concurrence. The Members approved this recommendation and the promotion of [REDACTED] was deferred pending receipt of a reply from the [REDACTED].

25X1A9a c. [REDACTED] GS-10, Medical Service Officer. A request from the Chief of Base, [REDACTED], for promotion of [REDACTED] to GS-11 was reviewed by the Executive Secretary with the recommendation that this request be disapproved in view of the competitive evaluation ratings of GS-10 medical technician personnel. The Members concurred in this recommendation.

25X1A9a d. [REDACTED] GS-8, Medical Technician. The Executive Secretary reviewed a request from the Chief, [REDACTED], for the promotion of [REDACTED] to GS-9 and recommended approval by the Board. The Members voted unanimously to accept this recommendation; however, since [REDACTED] has returned from [REDACTED] and is now assigned to the [REDACTED], that Station will be informed of the intent to promote the Subject and concurrence requested before promotion action is initiated.

25X1A9a e. [REDACTED] GS-7, Medical Technician. A request from DC/SD [REDACTED] for promotion of [REDACTED] to GS-8 was presented by the Executive Secretary who noted the Subject will not be eligible for promotion until next February and, hence, should not be considered at this time. However, based on this request, the Executive Secretary recommended the Competitive Evaluation Panel be requested to evaluate GS-7 medical technician personnel. The Members concurred in this recommendation.

25X1A9a f. [REDACTED] GS-7, Staff Nurse. A request from the Chief Nurse, endorsed by C/TSD, for promotion of [REDACTED] to GS-8 was reviewed by the Executive Secretary with the recommendation that this promotion be approved. The Members concurred in this recommendation.

25X1A9a g. [REDACTED] GS-3, Clerk-Typist. The Executive Secretary presented a request from DC/OD [REDACTED] Subject's former supervisor, for her promotion to GS-4. This request was concurred in by AC/PD, Subject's current supervisor. On recommendation of the Executive Secretary, the Members approved this promotion.

4. Review of Fitness Report

Receipt of a Fitness Report on [REDACTED], GS-8, Medical Technician, was noted.

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5. Periodic Step Increases

The following Medical Staff personnel will receive Periodic Step Increases in the near future:

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[REDACTED], GS-6, Secretary-Stenographer
Secretary-Stenographer

6. Miscellaneous

a. The Executive Secretary informed the Members a request has been received from TSS for the release of [REDACTED] personnel file 25X1A9a

25X1A9a b. A commendation on behalf of [REDACTED], as submitted by Dr. [REDACTED] was reviewed for the information of the Members. A copy of this commendation will be placed in [REDACTED] Official Personnel File. 25X1A9a

7. Assignments

The Executive Secretary announced several vacancies will occur within the next nine months and named candidates for these positions as follows:

25X1A6a Medical Technician, GS-8, [REDACTED]
Medical Technician, GS-9, [REDACTED]
Medical Technician, GS-8, [REDACTED]
Medical Technician, GS-9, [REDACTED] 25X1A9a

A discussion ensued as to whether or not some of the incumbents of these positions should be asked to extend their tours of duty and it was agreed to defer all action on these assignments pending receipt of Field Re-assignment Questionnaires from the present incumbents.

Attachment:

As stated (w/orig only)

MS/mam

Distribution:

- Orig - C/MS
- 1 - DC/MS
- 1 - C/OD
- 1 - C/TSD
- 1 - AC/PS
- 1 - C/SD

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